Sheppard Air Force Base Guide to Publications

82 CS/SCSPP APRIL 2000

April 2000

Previous edition November 1996

This edition has been substantially revised and must be completely reviewed.

This guide has been developed in an effort to standardize publications at Sheppard AFB.
"Pub Rubs"
have been developed to state any changes, publication news,
format revisions, points of interest, and other pertinent information
needed to conform to general standards of publications and forms.

Pub Rubs are published, as needed, in the Sheppard Air Force Base Bulletin,
which is published weekly and located under
Public Folders, titled
Base Bulletins.

If you require additional assistance, please call the
Base Publications Manager, 6-3737,
Assistant Publications Manager, 6-5142,
or Base Forms Manager, 6-6268

E-mail at

joann.rivers@sheppard.af.mil
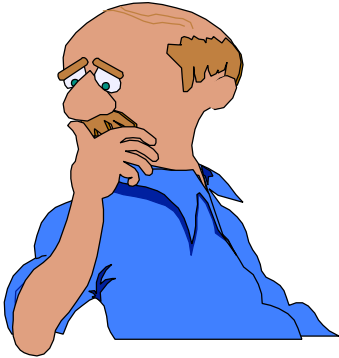trena.peoples@sheppard.af.mil
dolores.murray@sheppard.af.mil

REFERENCES: **REFERENCED FORMS:**

AFI 33-360 Volume 1   *AF Form 673, Request to Issue Publication*
AF Publications Management Program   *AF Form 1382, Request for Review of Publication*
  Publishing Standards and Formats
AFI 37-160/AETC Sup 1, Volume 4 (Holdover Supplement)

BEGINNING

Publications are the most effective and economical way to state policies and procedures. Under controlled processing, they ensure coordination, review, certification, and approval. Within these conditions, publications are maintained in an official record set and meet historical, legal, and procedural requirements. As technology advances, the Air Force will migrate to Department of Defense (DoD)-wide publishing systems. Base policies, procedures, and guidelines developed in this guide are to enable Sheppard Air Force Base (SAFB) to conform to the standards set by the Air Force (AF).

The link between publication information and the user is the base publications manager. As an Office of Primary Responsibility (OPR), the developer of an instruction must work with the base publications manager to conform to the AF standards.

As you develop and process publications, whether at base-level or unit-level, electronic media is the norm. Internet access is now the vehicle for departmental and SAFB publications. Many organizations are developing home pages where they list unit indexes and operating instructions. Official SAFB publications are posted on the SAFB public web site at http://www.sheppard.af.mil/.

The majority of paper copies have been deleted. Although a few paper copies remain, you will have to contact the OPRs for copies of them due to the closure of your Publications Distribution Office (PDO). Since PDO has decentralized, publication requirements will be requested through a central depository.

With these thoughts in mind, it has become necessary to standardize formats and requirements worldwide to ensure compatibility and uniform products. This guide is to help you in preparing for lowest level development and aid in keeping you abreast of the changes.

 So let's start with the basics and get familiar with the tools of the future.

Do you need a publication? Part of the developing process is to decide if you need a publication and what type of publication is needed. Is a new publication necessary? Does any other instruction cover your subject? Does your intended publication serve a clearly defined purpose in support of the mission or of a functional activity? What is the purpose of your publication?

These are just some of the questions you should ask before starting an instruction. Research the subject in-depth. Inadequate research could result in issuing more than one publication on the same subject or conflict with current guidance. Do not presume that your subject has not been covered. Check AF publications and indices to see what has been published concerning your subject. *(AFI 33-360 V1, 3.1.)* If it has already been said, do you need to say it again? Untold man-hours can be lost by lack of adequate research. New publications should not repeat what has already been stated. Your publication should **not be less** restrictive than higher headquarters or be designed for your unit or Sheppard if based on an existing publication.

Where do you start? To develop a new publication, rely on the "experts." Experts are anyone who has a great deal of knowledge about the subject matter you are writing the publication on. There may be only one and it may be you, or there may be several people with a working knowledge of the publication subject who can be an invaluable asset as you write a new publication. Counterparts at other bases may also be called upon for input. If you informally coordinate with the experts, you will be ensuring that your publication contains all the information necessary.

Who should write a publication? Any level from flight to group can write a publication. A point of contact, or subject matter expert should be the OPR for an instruction. Consult with the base publications manager before developing a publication in order to adhere to publishing requirements. If your publication mentions a SAFB form, consult with the base forms manager. Outline your concerns, needs, and requirements and see if an instruction is the right vehicle for getting your requirements known. In many instances, a phone call will save a lot of work and needless development. There are many types of publications. Which will be right for you?

What type of publications should you use? There are several different types of publications that may be used. Determining the correct publication type should be based on the distribution and type of information you are publishing. (Example: informative, directive, guidance, etc.). Below are some of the most often used publication types with a brief description:

Policy Directives - Contain explanations of key terms, responsibilities and authority, and established policy interfaces. These are usually two pages long.

Changes - A separate printed publication that amends a basic publication. Simple page changes can be done to preclude rewriting an entire publication. Once a few changes have been made, the publication can be revised to incorporate these changes into a basic publication.

Instructions - Contain essential procedural guidance necessary to implement a Policy Directive (AF, AETC, or SAFB). Instructions may be supplemented at any level.

Directives - Contain the exact area of responsibility, mission, organization, responsibilities, and command relationship within Air Force units. Directives may be supplemented at any level.

Manuals - Contain guidance that usually consists of procedures and examples for performing standard tasks. Manuals may be supplemented at any level.

Supplements - Contain information that adds to any previous publication and bear the number of the publication it is supplementing. They match numerical sequences in the basic publication or add numerical sequences to existing information.

Operating Instructions - Contains and assigns responsibilities, directs actions, and establishes procedures within a group, squadron, branch, flight, or section. If the subject matter requires careful review of written procedures and a historical record, use this medium. *Joint OIs are not authorized. Multiple unit OIs must be revised to the highest level to cover all intended units, i.e., dual squadron OIs into a Group OI, or dual group OIs into a base instruction. (AFI 33-360, V1, 2.2.8. and 2.2.8.2.)*

Pamphlets - Informational publications, usually containing "how to" guidance for implementing AF policies. Normally, these publications are written more informally than instructions.

Visual Aids - Posters or graphic illustrations that must be prescribed by a publication. All visual aids must contain prescribing publication information in the footer. Visual Aids that explain or instruct are considered permanent and visual aids that inform or motivate are temporary, and as a rule, their display is limited to 90 days (temporary).

Now that you have decided to do a publication and have picked the type needed, decide on the distribution. At a minimum, distribution of your publication should go to all affected areas as related in your publication. Distribution codes are placed on the publication and in the index so that the customer can see how it is available. Codes are explained in the next few paragraphs.

Who receives publications? Distribution of your publication depends on the media needed to see your publication. The availability is also defined in the distribution codes located in the hairline rules. As the OPR, you decide what type of distribution is needed by assigning distribution codes. The following types of distribution codes exists for publications:

F Distribution are publicly accessed. Announcement of a new publication is published in the weekly base bulletin along with the functional statement. Functional statements are prepared by the OPR and contain the purpose of the publication, what organizational level should use the publication, any publication superseded, any higher-headquarters publication implemented, and the OPR symbol. F distribution is available through the SAFB public and private web sites. If your publication is an internal one, your local unit web or intranet site should contain a publications section for user-availability.

X Distribution are stocked and maintained by the OPR. If this is a Sheppard publication, it will be coded as X in the index, however, it is not available electronically. If your publication is an internal one, your local unit web or intranet site should contain the title of the publication, but not be available electronically. The requester must contact the OPR for distribution.

L Distribution is limited distribution for Automated Data Processing System (ADPS) publications. Requirements for L Distribution publications must be approved by the ADPS manager.

Basic decisions have now been made and you are ready to proceed with the publication. Where do you start? Who does the writing? Where do you get help? What format is used?

How do I process a publication? Outline what is needed for policy or procedure, develop background material, as needed, in support of your publication, contact experts for advice, follow proper format, draft your publication, and develop a coordination process.

*Outline***:** Your first step is to develop a **purpose statement** for your publication. This will be the opening paragraph and must contain a clear statement explaining **why** the publication is needed and the importance of the policy described. Use clear, concise language. Explain the goal of the publication and **who** must comply with it. Use an outline to arrange the material in logical order. This will help tremendously when assigning the numerical points to each paragraph and organizing your publication. *(AFI 33-360 V1, 3.30.1.)*

Do you need a policy letter to start your procedure? In many cases, you can start writing your publication without a policy letter. **Issue a policy letter if** you have a **new policy** or procedure that affects many people when there is not enough time to process, post, and distribute a publication. If a policy letter is used it **must** state the policy **will be incorporated in a publication**, contain an expiration date **not to exceed 120 days** from the date of the letter, and not repeat policy that is already in effect. *(AFI 33-360 V1, 3.2.)* OPRs will obtain documented approval from the base publications manager **before** issuing new policies or procedures in a memorandum or message in place of a publication. *(AFI 37-160, V4/AETCI Sup 1, 2.42.)(Holdover Supplement)*

Develop background material.   You can use background material as the body of the publication to support the need for the publication. Reference to higher headquarters directives or policies in the purpose statement can be your background data. Develop the body of the publication with simple, concise, familiar words. Ensure your publication is as restrictive as, and does not conflict or contradict higher headquarters publications. Make sure information is not adverse and contents are in good taste.

Contact experts for advice. If your publication covers safety, fire, environmental issues, or other subjects that you are not the expert, use those offices for advice on rules, requirements, format, and data. You can develop precise information by quoting the experts. Counterparts at other bases are a valuable source of information.

Follow proper format. Use numerical decimal format and section style (see examples in the following pages). Use the active voice as much as possible. Use logical, orderly sequence with each paragraph limited to one thought. Do not use single parts, chapters, or sections. ***(AFI 33-360, V1, 3.30.)***

Draft your publication. Formulate your information and draft the publication. Look your information over, edit as needed, and send it to the base publications manager with an AF Form 673, **Request to Issue Publication**, for review. **Drafts are not for implementation or compliance.** ***(AFI 33-360, V1, 3.16.)*** Reviewing drafts before you start your coordination will save rewrites and delays in processing your information in a timely manner. Once you have received the draft from the base publications manager, you can start your formal coordination process.

Develop a coordination process. ***(AFI 33-360, V1, 3.17.)*** Coordination is an important step in finalizing your document. The AF Form 673 is initiated and tracked by the OPR for suspense purposes. Any changes to the draft should be taken into consideration by the OPR during the review process. If there is disagreement or an impasse on a nonconcurrence, take it to the next higher authority. **The base publications manager cannot release any instruction for publication with an unresolved nonconcurrence or insufficient coordination.** The AF Form 673 serves as a historical document for your publication. At a minimum, your publication should go through your internal chain, to include your group commander, subject matter experts, units or personnel affected by the publication and higher headquarters, if applicable. **Mandatory** coordination involves review by: 82 CS/SCBR, Privacy Act personnel, **regardless of the contents**; 82 CS/SCSPF, Forms Manager, **if** forms are referenced or prescribed; 82 MSS/DPCE, Labor/Employee Relations, **if** involving civilians; and, of course, 82 CS/SCSPP, the base publications manager. It is the OPR's responsibility to ensure proper units are involved in the coordination process. Fill in the AF Form 673, suspense the coordinators in the remarks section, obtain the signature of the certifying official (one level above the OPR), make copies of the draft and the AF Form 673 for each coordinator, and mail simultaneously.

Final process. When all the suspended copies of the AF Form 673 are received, reviewed, and/or applied, the entire package is sent to the base publications manager. The entire package includes: a copy of each coordinated AF Form 673 with signature from each coordination (to include notes, comments, etc.), if sent out simultaneously; a draft of the completed publication, and an electronic version of the document, an e-mail attachment or on disk.

Formatting your publication. Formatting has changed to meet the needs of technology. Hairline rules have been added. They are the horizontal lines that separate the series titles and numbers from the body of the instruction. A compliance statement has been added in the series heading section of the publication. An additional hairline has been added to display the availability of web sites. The supersession line has been moved from the footnote section to the hairline section after the website notice. These changes enable quick first line information of your publication when accessed electronically. *(AF Formats, figure 2.)*

The greatest requirement for the future processing of publications is to remain standard. The standard file format for publications is **Microsoft (MS) Word**. Save your documents in Word for Windows95 or higher format. Standard margins are one inch on each side, top, and bottom. Use: single-spaced, **12-point** Times New Roman, **full justification—no columns**. Try not to use graphics created with Word's drawing tools. You may use any photographic image editor, as long as they can produce the desired file type. You may use Graphics Interchange Format (.gif) PostScript (.eps), and PowerPoint. Do **not** use the **header/footer** options on the view toolbar. These do not translate effectively during web-based publications. All documents **must** be submitted electronically, **via e-mail or disk**. Create flowcharts within the document versus separate file and embedding into the original document. Once your documents are received, reviewed, formatted, and finalized, they will be translated into web language. *(AF Standards, p6)*

OPRs will receive the final draft for a 24-hour review prior to posting to the SAFB publications website. Once posted, it becomes an official SAFB publication.

Format points at a glance:

1. Microsoft (MS) Word files
2. One inch overall margins
3. Full justification
4. **12-point** Times New Roman font
5. Hairline application
6. Sequential numeric format
7. Section headings

The next few pages show format, font, style, and placement of required items for publications. Note the many new changes from previous requirements.

Sample of a SAFB Instruction, First Page

(**1**)*BY ORDER OF*   (**2**)*SHEPPARD AIR FORCE BASE INSTRUCTION XX-XX*
THE COMMANDER   (**3**)*xx xxxxxx xxxx*
      DRAFT   *DRAFT*   *DRAFT*   (**4**)*Indexes*

                                        (**5**)*SHEPPARD AFB PUBLICATIONS*

         (**6**)*COMPLIANCE WITH THIS PUBLICATION IS MANDATORY*

(**7**)**NOTICE:**   This publication is available digitally on the **SAFB WWW** site at: http://www.sheppard.af.mil/. If you lack access, contact your Publication Distribution Office.

(**8**)OPR: 82 CS/SCSPP(Jo Ann Rivers)   Certified by: 82 CS/SCS(Capt Stacy Clower)
                                                   Pages: 10; Distribution: F

(**9**)This index is a users' reference of Sheppard AFB publications. Unless noted otherwise, Sheppard AFB publications are available digitally through the SAFB website.

(**1**)Display *BY ORDER OF THE COMMANDER*, in bold, capital letters in the upper left-hand corner of the first line. May be displayed on two lines if the short title is lengthy.

(**2**)Display the short title of the publication in bold italics. This will consist of the series number of the corresponding publication and a number assigned by the base publications manager.

(**3**)Display the date of the publication in bold italics. While in draft, this should be XX XXX XXXX until the base publication manager dates the instruction in the final process prior to publication.

(**4**)Display the publication series title in bold italics in initial capital and lower-case letters. This must match the series titles in the index. Do not change them.

(5) Display the long title beneath the series title in capital letters and bold italics. This title may be distributed across two lines if lengthy. Titles should not be extreme in length. In depth components can be described in the body of the publication or the purpose statement.

(6) Display the compliance statement in capital letters and bold italics, centered. A hairline goes underneath. Hairline is applied by using the key for underscoring and is located next to the numerical zero on your keyboard. After using this key, go to the edit toolbar and **remove the autoformat.** This will enable the line to be an edit line versus an autoformatted line, which is difficult to remove when editing the document.

(7) Display hairline notice. This notice will be standard on all publications. For base publications, the notice will be Sheppard's publication site; for internal publications, use your homepage address if you are going to have electronic access for internal publications.

(8) Display the OPR and supersession information in dual-column format. Include the page information and distribution code. If any part is lengthy, keep the basic column format and continue in the correlating column.

(9) Display the untitled **purpose statement** beneath the supersession information. This will enable at-a-glance information about your publication. The purpose statement should explain what the publication covers, who must comply, and if it implements any other publication. It must include, **as warranted,** specific enforceability language directing compliance by government military and civilian personnel, including a description of the consequences of noncompliance. For example:

"This directive sets forth policies regarding protest or political activities of Air Force civilian and military personnel, including the Air National Guard. Violations by military personnel is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws." *(AFI 33-360, V1, 3.4.1.)*

Don't worry so much about the formatting and hairline rules. As long as you get the basic formatting down, any finessing of the formatting requirements will be fixed by the base publications manager. A copy of the final publication will be forwarded to the OPR when the publication is processed.

Once your publication has reached the final stage, it will be translated into .pdf or .html format and put on the SAFB page for accessing electronically. OPRs will be notified, it will be published in the weekly SAFB Bulletin, and become an official publication. The **only official** version of the document, electronic or hard copy, is the electronic source posted on the SAFB publications web page. *(AFI 33-360, V1, 3.16.)*

Sample of Body of Instruction, First Page

(1)*Section A--Abbreviations, Acronyms, References, and Terms*
  See attachment 1.

Section B—Responsibilities

1.   <u>**(2)**</u>

1.1.

1.2.

Section C—Processes

2.

<u>**(3)**</u>**3. Forms prescribed.** AF Form 673, **Request to Issue Publication**.

<div align="right">

<u>**(4)**</u>STACY C. CLOWER, Capt, USAF
Support Flight Commander

</div>

<u>**(1)**</u>Display the body of the publication in Section Format. The first section is always *"**Abbreviations, Acronyms, References, and Terms."*** **Use** this section **if** there are more than ten (10) combined items. *(AFI 33-360 V1, A3.5.)* Do not reserve this section if not used. **If** Section A is used for Abbreviations, etc., the numerical sequence is normal and Section B starts a new numerical sequence.   If Section A is not used for Abbreviations, then start the body of the publication with Section A and continue the sequence as stated in item ②.

<u>**(2)**</u>Section titles are bold and italic. Sections are a continuous numerical sequence.

<u>**(3)**</u>*List all forms prescribed or mentioned in the instruction*.   Form Number, Title; Form Number, Title. ***Do not list forms in a table format.   List forms as the last item of the publication.*** Display all form titles in bold. *(AF Standards, p17, figure 2, item 13.)*

<u>**(4)**</u>Display publication signature block in **two-letter functional format** with name, rank, and service identifier beneath the last line of the body on two lines, off center, to the right of the page, but not flush right. Name is in capital letters.   Duty title is in initial capital and lower-case letters. For civilians, display the name in capitals followed by the duty title on the second line.
(AF Standards, p17, figure 2.)

Sample of Instruction, Even and Odd Pages

Sample of Body of Instruction on Even Pages

(1)*2*   *SAFBI 33-301*   *20 January 1999*

2.10. Task contingencies on a fair-share basis..

(2)3. Each Group Commander will:

(3)3.1. Designate a 3A0X1 liaison to work IM issues with the base-level FM.

Sample of Body of Instruction on Odd Pages

(4)*SAFBI 33-301*   *20 January 1999*   *3*

(5)4. Each Squadron Commander will:

4.1. Work with the IM Functional Manager by allowing time for training.

4.2. Report all problems, challenges, or issues to the respective group liaison.

(1) Display even pages with the page number flush to the left. The short title of the publication is next with the date 11 spaces from the short title, flush right.

(2) Display the main numbers and the blanket sentence in bold. Each number is double-spaced from the preceding paragraph. **Do not use column format.**

(3) Display subsections in regular print, **not bold**. A publication cannot have a single section, part, chapter, or number. Combine with a previous paragraph or break into main sections. *(AFI 33-360 V1, 3.30)*

(4) Display odd page headings in this order: Short title, flush left, eleven spaces, date, and page number flush right.

(5) Display "Each….will" sections with the sub-numbers starting with a verb to finish out the sentence.

12   *SAFBI 33-301*   *20 January 1999*

(**1**)*Attachment 1*
(**2**)*SAMPLE AETC 331*

82d TRAINING WING NOTIFICATION
BILLETING MADHOUSE

(Authority: 10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation by. PURPOSE: Used by billeting office to lock-in reservations. Disclosure is voluntary). It must be controlled and disposed of accordingly.

VISITORS RANK & COMPLETE NAME:		SSN:	GO-BY:
COMPLETE DUTY TITLE:		ORGANIZATION/OFFICE SYMBOL:	
LAST DUTY POSITION & DUTY STATION (FOR RETIREES ONLY):			
BRANCH OF SERVICE:	DUTY STATION (HOME IF RETIRED):	SPOUSE'S NAME (IF ACCOMPANYING):	
ETA (DATE/TIME/LOCATION):	ETD (DATE/TIME/LOCATION):	INITIAL OR RETURN VISIT:	MODE OF TRAVEL (Circle One): COMM AIR MIL AIR POV GOV

PURPOSE OF VISIT (BE SPECIFIC):

POC (NAME, ORGANIZATION, PHONE #):

* NOTE: PLEASE ATTACH BIO FOR GENERAL OFFICERS

WING PROTOCOL USE ONLY	
DV SUITE:	RESERVATION:
DV SLIDE NOTIFICATION:	AETC NOTIFICATION:
MARQUEE RESERVATION:	AVE OF FLAGS:
FRUIT BASKET:	DATE OF DELIVERY: CARD: _____ FRUIT: _____

SHEPPARD AFB FORM 331, JAN 95, *(COP)*

(**1**)Display the word Attachment centered on the first line in bold, italic, and upper/lower case letters. The first line does not include the numbering page line.
(**2**)Display the attachment title centered on the second line, bold and capital letters.

These are the basic formats and rules to follow for all publications, supplements, and operating instructions. The format for SAFB is numerical, with section separators as shown in the sample of first page of an instruction, **page 7**. Unless approved by the base publications manager, table of content format is not approved. Use numerical sequence instead of bullet format.

Attachments are listed after the signature element in the instruction. If more than ten acronyms are used, Section A should be: *"Abbreviations, Acronyms, References, and Terms."* All other attachments are numbered sequentially.

Sample of Abbreviations, Acronyms, References, and Terms

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14   *SAFBI 33-301*   *20 January 2000*

<u>**(1)**</u>*Attachment 1*
ABBREVIATIONS, ACRONYMS, REFERENCES, AND TERMS

<u>**(2)**</u>*Acronyms*

CDC	Career Development Course	**FM**	Functional Manager
CFETP	Career Field Education and Training Plan	**GA**	Government Account

<u>**(3)**</u>*References*

AFI 33-360, V1   *Publications Management Program*
AFIND2   *Numerical Index of Standard and Recurring Air Force Publications*

<u>**(4)**</u>*Terms*

Directive Publication—An officially produced, published, and distributed document that is necessary to meet requirements of law, safety, security or other areas.

Publication—An officially produced, published, and distributed document issued for public use.

<u>**(1)**</u>Title "Attachment" goes directly under page header and above title. Do not double space.
<u>**(2)**</u>List acronyms in bold and alphabetical order, then the description. Use **single** column or **tabs**.
<u>**(3)**</u>List references in bold with short title first then long title. Do not include dates of instructions.
<u>**(4)**</u>List terms in bold and alphabetical order, then the description. You may give page references where this term is located, but it is not necessary.

Supplements follow the same basic format. The following page shows an example on the first line of the title page for a SAFB supplement. Both hairline rules apply. Each reference must meet the basic number. Supplements are revised when new, changed, or additional information applies, or when the basic changes.

The purpose of supplements is to add an additional level of guidance to higher headquarters material.   Create supplements rather than separate instructions to avoid duplication.   A supplement is distributed as a separate publication and must be filed with the basic publication, if maintaining paper copies.

Material noted should be in the same order as the basic and cannot be ***less restrictive*** than the basic. If needed, they can be more restrictive. See the example on **page 14** on how to annotate the added or new information in reference to the basic.

Before finalizing the supplement, read the purpose statement of the basic. You may need higher headquarters coordination prior to publication at this level. If more than one supplement is required, number in sequence, i.e., AFI 91-203/SAFB Sup 1, AFI 91-203/SAFB Sup 2.

Information **must** be kept current. When a basic publication is revised, the supplements are still current; however, they become "**holdover**" supplements. Holdover supplements should be revised within 120-calendar days of the **date** of the new basic publication. If the OPR determines the new basic is sufficient, supplements should be rescinded as soon as possible. Holdover supplements will be marked electronically and a statement to contact the OPR will be included in the title page. Please update supplements as soon as possible.

Information on publications is no longer published in AF or AETC bulletins. New or revised documents are listed in the announcement section of the Air Force Publications system located on the home page at http://afpubs.hq.af.mil. Scroll down to the bottom of the page and select "Announcements." On this page you will see a selection of products to choose from, or you can scroll through the list.

Supplements are coordinated and reviewed annually in the same manner as an instruction. All signatures, notes, and comments must accompany the draft to the base publications manager before publication.

Sample of SAFB Supplement

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(1)*BY ORDER OF THE COMMANDER*   *SAFB SUPPLEMENT 1*
                                                      AFI 36-2903
                                                      1 March 1999
                                                      Personnel

DRESS AND PERSONAL APPEARANCE OF AIR FORCE PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY
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(2)NOTICE: This publications is available digitally on the SAFB WWW site and can be accessed at http://www.sheppard.af.mil. If you lack access, contact the OPR or Base Publications Manager.
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OPR: 82 MSS/DPMPSC (Mrs. LaPlante)   Certified by: 82 MSS/DPM (Capt Young)
Supersedes AFI 36-2903/SAFB Sup 1, 6 Mar 97   Pages 15/Distribution: F
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(3)AFI 36-2903, 1 April 1996, is supplemented as follows:

(4) Table 1.1. SAFB Dress Code. See SAFBVA 36-1, Attachment 1.

(5) Table 1.3.(Added)(SAFB). Wearing the Uniform. When in- or out-processing or attending mandatory appointments on Sheppard AFB, the appropriate uniform will be worn.

(6) Table 2.2. Line 6. (AETC Sup 1). Letters on BDU baseball caps are a maximum of one and one half inches high.

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(1) Title page shows this is SAFB Supplement to the basic. All previous rules apply on format.
(2) Hairline rules apply on supplements also. Give website designation if at unit level.
(3) Reference the basic in bold and include date and "**supplemented as follows**:"
(4) Match numbers in basic when referencing information to be added.
(5) When information is new at all levels, use ()() parenthesis to add SAFB or unit information.
(6) When information is added by another level, use ()() parenthesis to add to that level.

Operating Instructions (OIs) assign responsibilities, direct actions, and prescribe procedures within organizational elements, i.e., flights, squadrons, and groups. *(AFI 33-360, V1, 2.2.8.)* Formats for OIs are the same basic format as an instruction, except for the first line where the organization designation and functional address are placed instead**(1)**. The website address is at home page level within the organization. **(2)**

Courtesy reviews are performed by this office on OIs. You may send OIs electronically or through Base Information Transfer Center (BITC) with an AF Form 673 with 82 CS/SCSPP in section II for signature.

Subject matter is the deciding factor when creating information in an OI versus an instruction. If the subject matter in the draft OI requires careful review of written procedures and a historical record, use an instruction instead. Publish rules in an instruction and procedures in an OI. *Review current subjective* instructions in order to stay within restrictive boundaries. Do not create an OI to repeat an instruction. *OI numbers* stay within the series for the first two digits. The numbering system after the hyphen is unit designated and should fall sequentially. Once you establish an OI, revisions are handled the same as an instruction. Supersession lines show previous edition, just as in an instruction. OIs are physically signed by the chief of the organizational element**.(3)**

<div align="center">*Sample Operating Instruction*</div>

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(1)*82d Communications Squadron*   **(1)***82 CS/SCSPP OI 33-100*
                                                                              2 March 1999
                                                                              Communications

                                                                 Managing and Processing Publications

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NOTICE: This operating instruction is available digitally on the 82d Communication Squadron Home Page at: (give website address).**(2)**

OPR: 82 CS/SCSPP (Jo Ann Rivers)   Certified by: 82 CS/SCS (Capt Juell)
Supersedes 82 CS/SCSPP OI 33-100, 2 Mar 98   Pages: 15; Distribution: X

This operating instruction is a user reference for the 82d Communications Squadron.

<div align="center">

(3)*/signed//*
LEE W. BODENHAUSEN, Major, USAF
Commander, 82d Communications Squadron

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Your publication is now ready for coordination. Follow these steps to ensure proper coordination is received by all affected, interested, or related units. For further coordination, refer to ***AFI 33-360 V1, 3.21. and Table 3.2.***

The AF Form 673, **Request to Issue Publication**, is originated by the OPR when implementing a new or revised publication and addressed to the base publications manager. (see item **1.** of sample on next page). Individuals and offices coordinating on an AF Form 673 are asked to expedite coordination to ensure publication in a timely manner. The form must be completed in its entirety, including all forms, (section III), and signed by all coordinators (section II). Without a fully coordinated and fully signed AF Form 673, your publication cannot be published. Check your document before sending to the publications manager to avoid unnecessary delays. ***(AFI 33-360 V1, 3.13.)***

Electronic coordination is authorized as an alternative method to coordinating publications. OPRs and field organizations that have e-mail, facsimile, or electronic coordination capabilities may use this method. The sender's authenticity for documenting the coordination is assumed. ***(AFI 33-360 V1, 3.14.)***

Section II of the AF Form 673 should list all the coordinators that will review your publication. You can copy, e-mail, or fax this sheet to each individual for coordination. Attach all the signatures to the original AF Form 673 and send the entire package to the base publications manager for review and finalization. All notes, comments, and suggestions from the coordinators must accompany the package. All items will be kept for historical purposes.

OPR and project officer are not always the same person. The project officer (**3. NAME OF PROJECT OFFICER)** should be the person that is actually drafting the publication in the event assistance or questions arise concerning the publication

The publication number (item **7**) is given by the base publications manager, unless this is a revision. OPRs may suggest a series or number on new publications; however, the publications manager is the final approval.

All publications are electronic unless noted otherwise. If the publication has a need to be paper due to security or specialty, annotate the number of advanced copies needed in **item 11**. If none are needed, leave blank. If you need copies for units without digital access, please annotate this section. Otherwise, digital access on the web is the procedure. Paper copies are the responsibility of the OPR.

All offices that must coordinate on the publication must be listed on the left side in **SECTION II.** Individuals reviewing this publication must legibly print, sign, date, and provide their telephone number on their respective line. ***Publications cannot be processed or finalized until all signatures are received.***

NOTE: Every publication **must** contain 82 CS/SCBR, Records Management, for coordination in order to comply with AFI 37-131, *Freedom of Information Program.* *(AFI 37-131, 2.5.)* *Additional mandatory coordination:* 82 MSS/DPCE, if involving civilians.

Item 17. TYPED NAME, RANK, TITLE, AND FAS OF CERTIFYING AUTHORITY - Normally, the certifying official is a minimum of one organizational level above the OPR and certifies the need for the publication, to include currency of information, applicability to the AF, propriety of content and ensures the publication is in good taste, by signing block 18, AF Form 673.

Item 18. SIGNATURE - Certifying authority must sign here in ink. Blocks 17 and 18 are the same individual.

Item 20. TYPED NAME, RANK, TITLE, AND FAS OF APPROVING AUTHORITY. Authority for approving publications under **their command** has been delegated to group commander level. If your publication requires authority for base level, the wing commander or vice commander is the approval authority **DO NOT** obtain the base level approval authority signature prior to submitting the AF Form 673 to the base publications manager The base publications office will review and submit to the wing staff to obtain the signature of the wing commander or the vice commander.

Now that the form is completed, you may route simultaneously to all for signature. Once you have received the review back, check notes and suggestions and make necessary changes to the draft. All notes, suggestions, signatures and AF Forms 673 must be turned into the base publications manager for review.

You can e-mail the form and the draft to the coordinators. Electronic return from the coordinator is legally authorized as an alternative method of coordination. Please send a copy of the e-mail response if using this method.

You may have to coordinate repeatedly to ensure that all questions and suggestions have been met or answered. Make sure to include all coordinated AF Forms 673 to ensure that comments and changes have been incorporated or answered within the proposed instruction.

After coordination, annotate the draft to reflect revisions made during final coordination. If there is a disagreement or an impasse on a nonconcurrence, take it to the next higher authority. The base publishing manager cannot release any publication with an unresolved nonconcurrence or insufficient coordination. *(AFI 33-360, V1, 3.19.1.)*

If your instruction contains a form or prescribes a local SAFB Form, see *page 21, Sheppard Air Force Base Forms.*

You can download these required forms from the SAFB publications website.

AF FORM 673

REQUEST TO ISSUE PUBLICATION	DATE
*(Complete this form by using a typewriter or electronically generate it. * A second page is provided in the EF version of this form.)*	

SECTION I - FOR USE BY THE OFFICE OF PRIMARY RESPONSIBILITY *(OPR)*

1. TO: PUBS MGMT *(Functional Address Symbol (FAS), Base, State, and 9-digit ZIP Code)*	2. FROM: *(FAS, Base, State, and 9-digit ZIP Code)*	3. NAME OF PROJECT OFFICER *(Last, First, Middle Initial)*	4. GRADE/ RANK	5. TELEPHONE NO. *(DSN)*

6. PUBLICATION TITLE *(If classified, give title to be shown in index.)*	7. PUBLICATION NO. *(If new, show series number.)*	8. PUBLICATION IS:
		NEW
9. SUPERSEDED PUBLICATION NUMBER AND DATE	10. NO. OF DRAFT PAGES SUBMITTED / 11. ADVANCE COPIES REQD / 12. DISTRIBUTION *("F" submit functional statement.)*	REVISED / CHANGE NO / SUPPLEMENT TO
13. CLASSIFICATION *(Enter highest level of classification or "N/A".)*	14. HIGHER HEADQUARTERS PUBLICATION NO. *(If none implemented, enter "N/A".)*	15. REQUIRED IMPLEMENTATION DATE *(Enter date and explain in "REMARKS".)*

SECTION II - COORDINATION AND CONCURRENCE *(See AFI 37-160, V1, Table 3.1.)*   **SECTION III - FORMS**

(Enter an "X" in status. Submit a DD Form 67 (see AFI 37-160V8) for new or revised forms. Continue on separate sheet for more space.)*

FUNCTIONAL ADDRESS SYMBOL	NAME *(Typed or Printed and Signature)*	DATE	TELEPHONE NO. *(DSN)*	FORM NO.	CURRENT	NEW	REVISED	OBSOLETE

16. REMARKS *(Continue remarks on plain bond paper and attach to this form.")*

I certify that the attached manuscript meets Air Force requirements for necessity, good taste, and applicability to the Air Force.

17. TYPED NAME, RANK, TITLE, AND FAS OF CERTIFYING AUTHORITY	18. SIGNATURE *(Please use ink.)*	19. DATE

I approve the attached manuscript for publication and verify that it is in consonance with Air Force doctrine, existing law, and National, Department of Defense, and Air Force policy.

20. TYPED NAME, RANK, TITLE, AND FAS OF APPROVING AUTHORITY	21. SIGNATURE *(Please use ink.)*	22. DATE

SECTION IV - FOR USE BY THE PUBLICATIONS MANAGEMENT OFFICE

23. DATE ASSIGNED	24. NAME OF EDITOR	25. TELEPHONE NO.	26. DATE RECEIVED	27. SUSPENSE DATE

28. PROCESSING ACTIONS *(Enter all actions taken up to time publication is sent to printer.)*

29. CONTROL NO.	30. NAME/TELEPHONE NO. *(DSN)* OF PRINTING SPEC.	31. PROOFS NEEDED	32. PGS/MSCRIPT:	33. PGS/ARTWK:
		YES / NO	34. PGS. CAMERA-READY TEXT:	
35. DATE RELEASED FOR PUBLICATION	36. SIGNATURE OF PERSON RELEASING COPY *(Please use ink.)*			37. DATE

AF FORM 673, 19930501 *(EF-V2)*   PREVIOUS EDITIONS ARE OBSOLETE.

When should a publication be revised? Now that you have the basics of a publication down, let's talk about revising. Revisions are additions, deletions, or changed material from the previous instruction. If more than 40 percent of the publication has changes or contains obsolete information, it is time to rewrite.

Notification Process. The Publishing Manager will notify the OPR with an AF Form 1382, **Request for Review of Publication and/orForm(s).** on the anniversary publication date on an annual basis to review the current publication with an AF Form 1382, If your publication contains a form, this will also be accomplished annually by the Forms Manager. If a revision is necessary, annotate when date of draft will be submitted.

Summary of Revisions. This statement is mandatory for all revised publications. Do not include this statement on **NEW** publications. *(AFI 33-360 V1, 3.51)* The summary of revisions section includes a brief summary of what has changed. This enables a quick glance for customers to identify major changes prior to reading. A "★" denotes changes from the previous edition. **Do not use an asterisk "*."**

The summary goes immediately after the purpose statement. A star "★" preceding the publication title denotes major changes from the previous edition and should include the statement in ***Example 1, Sample of a Revised Instruction, page 20***. If this statement is used, each item change does not need a star preceding the number. **(3)**

Since publications are now published in multiple media, it is imperative to process changes through the publishing manager. Publishing managers maintain configuration control to ensure publishing the most recent version of the publication on the official web site.

Electronic Page changes are allowed for paper-based users. The publishing manager can create a new title page containing the header information only. These changes are processed through the normal channels, using the AF Form 673. Insert the page with the revised paragraph behind existing page updates and cross out the old paragraph.

The revision guidelines apply to supplements of basic instructions that have been revised; however, they must be accomplished within 120-calendar days. These supplements will be posted as "holdover" supplements on the title page on the web. (***see Supplements, page 13***)

Once the need for revision has been established, the revised draft must be routed through the normal channels for coordination and approval. An AF Form 673 must contain all requested signatures. The entire package must be sent to the base publications manager for final processing and posting to the website. (***see Your publication is now ready for coordination, page 16***)

The following shows examples of revised material within the hairline and the body of the instruction.

Samples of a Revised Instruction

<u>**(3)**</u> *SAFB Publications*

OPR: 82 CS/SCSPP(Jo Ann Rivers)   Certified by: 82 CS/SCS(Capt Clowers)
<u>**(1)**</u>Supersedes SAFBIND 2, 15 June, 1998   Pages: 10; Distribution: F

EXAMPLE 1

This index is a users' reference of Sheppard AFB publications. Refer any recommended changes, conflicts, errors, or revisions to 82 CS/SCSPP, 317 Ninth Avenue, SAFB TX 76311-3326.

<u>**(2)**</u>*SUMMARY OF REVISIONS*

<u>**(3)**</u>This index has been substantially revised and must be completely reviewed. *Section O – Previous Series* has been added to include historical trail for documents.

EXAMPLE 2

SUMMARY OF REVISIONS

<u>**(4)**</u>This revision reflects the following changes: Deletes 82 CPTS as manager of the program; Adds procedures for scheduling and reporting to units. 6.1. has been added for refresher training. A "   " indicates revision from the previous edition.

<u>**(4)**</u> **6.1.** Units may request SAVs.

<u>**(1)**</u>Supersession line shows previous edition and date.
<u>**(2)**</u> Use *"Summary of Revisions"* statement on all revised material except supplements. Use bold and italics with double spacing. Place after the purpose statement and before *Section A.*
<u>**(3)**</u>If substantially revised, use this statement in lieu of "★."
<u>**(4)**</u>Give brief statement of changes. Show a star for changes from previous edition.

Visual Aids (VAs) can be produced electronically. It is up to the OPR to determine the distribution. Initial distribution can be made by the OPR; however, the cost of producing the initial reproduction is the OPR's responsibility.

VAs are generally posters or graphic illustrations issued for display on walls and bulletin boards. OPRs should consider leaving phone numbers and names as fill-in information to alleviate the necessity of revising the VA every time a change occurs.

The routing and coordination rules that apply to publications also apply to VAs. Format is determined by need and the OPR through the base publications manager. Pictures for key personnel can be embedded in the original word document through the mediums mentioned on *page 6*, *Formatting your publication.*

Section D of the SAFB Index 2, lists all visual aids. The symbol "**$**" indicates the visual aid is in hard copy only and customers must contact the OPR for copies.

Temporary visual aids can be authorized to inform or motivate for a limited period of time. Such VAs are limited to a 90-calendar day existence and show an expiration date at the bottom.

If you are the OPR for a VA, you should consider re-accomplishing your VA now to be available electronically to your customers. As in publications, there are some that should remain at the discretion of the OPR for distribution.

Sheppard Air Force Base Forms (SAFB Forms) fall under the purview of the base forms manager. If a publication prescribes a form, the stated form has to be coordinated with the base forms manager before including it in the instruction.

A document with any fillable space constitutes a form. If a document is included within an instruction without the base forms manager's approval, the base publications manager will return the document to the OPR to formally accomplish it as a form.

DD Form 67, **Form Processing Action Request**, should be filled out and sent to the base forms manager with a draft of the proposed form. The base forms manager will design a draft and finalize the form with a SAFB form number. Once this has been accomplished, it can be prescribed within an instruction.

Forms are reviewed annually with the AF Form 1382. OPRs annotate item 10 with the status of the form, and return the AF Form 1382 to the base forms manager. SAFB forms are listed in the SAFB Index 9, *Blank Forms.* Status of forms are advertised in the SAFB weekly bulletin.

SAFB forms can be accessed and downloaded on the SAFB publications website. If you have problems with a SAFB form, contact the base forms manager for assistance.

Now that the Publication Distribution Office (PDO) is closed, forms and publications must be ordered from the Support Center Directory using the AF Publication Distribution Center account number.

Before PDO closed, all account representatives should have established a sufficient requirement to get the unit through the transition period. Since then, any customer can order publications and forms without establishing an account; however, some restrictions apply:

If you have not established an account number by now, you can go to the http://afpubs.hq.af.mil/ site and click on on-line ordering to establish an account. This link will bring up the AF Form 1846, **Request for and Record of Organizational Account**, in which the user has to fill in name, office symbol, e-mail, phone number and address. Users can assign a username and password and then submit the form.

After a request for an account is received, it is reviewed and approved within 24 hours. Users are notified of the status of their requests by e-mail, so make sure your e-mail address is correct. All requests must contain a .mil extension.

When you receive approval, you can login to the system. It takes approximately 10-15 business days to receive an order. If you experience problems, it may be easier to decrease the amount of items you are trying to order.

On the first visit to the site, AF Form 1846 users will have to register their account after validating it.

If you forget your password and/or username, you will have to reapply.

If a user **does not** need to order classified/safeguard/accountable items or to be on requirement for a publication, they will not receive an AF Form 1846 organizational account. If you want to receive items, go to http://afpubs.hq.af.mil/onlineorder/default.asp and create an account. Make sure you enter your account on-line with information correctly and remember the user name and password you created.

To check the status on an AF Form 1846 account, contact the Order Desk at afpdc-service@pentagon.af.mil or call DSN 584-4729.

As you may have noticed, Publishing Bulletins are no longer distributed. AETC has a listing of publishing bulletins through their web site. Information on new/revised publications and forms that have been processed/distributed/released, can be accessed at the AF Product Announcement web page located at http://afpubs.hq.af.mil/productannouncments/annoucements.asp.